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**MINUTES
CITY OF KEYSVILLE
CITY COUNCIL MEETING
DATE: MAY 11, 2026
TIME: 7:00PM
LOCATION: KEYSVILLE CITY HALL**

The Keyville City Council Meeting was held on Monday, May 11, 2026, at Keyville City Hall.

MEMBERS PRESENT

Mayor: James Neely
Mayor Pro Tem: Sharon Neely
Councilmembers: Kathy Couch
Maggie Terrell
Freddie Harden
Harold Kight
City Employees: Maefield Streetman, City Custodian
Others Present: Pastor Rubye Rucker, Gwendolyn Williams, Kathy Brown, Cora Burke,
Patrice Burke, Keyville Junior Concerned Citizens President Andrea Birt,
Keyville Concerned Citizens President Eddie Birt

CALL TO ORDER

The meeting was called to order by Mayor James Neely at 7:00pm. Mayor Neely welcomed everyone.

PRAYER

Prayer was led by Pastor Rubye Rucker.

AGENDA

A motion was made by Councilmember Kathy Couch for the approval of the agenda as order of the day. The motion was seconded by Councilmember Freddie Harden. The vote was unanimous.

MINUTES

A motion was made by Councilmember Kathy Couch for approval of the minutes of the April 13, 2026 City Council meeting. The motion was seconded by Councilmember Maggie Terrell. The vote was unanimous.

ANNOUNCEMENT/COMMENTS

1. Mayor Neely expressed his appreciation to the Councilmembers for the support and assistance they have provided, stating it has been invaluable to him and to the City, allowing the City to move forward. He stated that there have been other individuals who have been just as valuable, helping to meet administrative and other requirements. He stated that he just wanted to say "thank you" to everyone and to the citizens that are giving their support.

COMMITTEE REPORTS

Environmental and Water – Councilmember Harold Kight

1. Councilmember Harold Kight stated that there are a few water leaks that he is trying to get taken care of.
2. Councilmember Kight asked Mayor Neely if anyone had spoken with Mr. Tristen Cunningham, City Water Operator, about the Drinking Water Report. Mayor Neely stated that he had spoken with Mr. Cunningham and Mr. Jones. He stated that the report is due in early July and they will be preparing it. He stated that he has provided them with the kits required for taking the various water samples and with a copy of the letter received by the City. He stated that they have everything to move forward with preparing the report.
3. Councilmember Kight stated that he had sent Mayor Neely a link to information on the crimping tools he asked about. He stated that a set can be picked up at Lowe's or Home Depot.
4. Councilmember Kight stated that Mayor Neely informed him last week that the amount the City is charged for the installation of a sewer tap has increased. Mayor Neely stated that the cost to install a sewer tap is now \$1200. He stated that there will also be an administrative fee in addition to the installation cost, which will bring the total cost to \$1300, an increase from the \$600 previously charged. Councilmember Kight asked whose equipment the installers are using to complete the installation. Mayor Neely stated that he was informed by J&T of the price increase. He stated that he will have to review the contract. He stated that it has been brought to his attention by Roads and Recreation that the way water line installations are done when water lines cross roadways is costing the City additional money for road repairs. Mayor Neely stated that he will have to review the contract to find out if there is a reduced charge when the company uses the City's equipment for the installations and repairs.
5. Councilmember Kight asked when the sewer tap his grandson requested will be installed. Mayor Neely stated that he will follow up with Mr. Cunningham to find out. Councilmember Kight asked when his grandson paid to have the tap installed. Mayor

Neely stated that Councilmember Kight's grandson paid \$600 the day he requested the tap be installed. Mayor Neely stated that when he informed Mr. Cunningham about the installation request from Councilmember Kight's grandson, Mr. Cunningham informed him that the price had increased to \$1200. Councilmember Kight stated that his grandson will need to be informed that he owes an additional \$400 to have the sewer tap installed. He stated that his grandson should have been notified up front what the total cost would be. Mayor Neely stated that he had informed Councilmember Kight's daughter, who paid for the sewer tap, that the price he had quoted her was incorrect and that he would confirm the price and get back with her. He stated that he will follow up with Mr. Cunningham and confirm the cost and will also review the City's contract with the company. Councilmember Kight stated that if the company is using the City's equipment and supplies to complete sewer tap installations and repairs there should be a reduction in the amount the company charges the City for installs. Mayor Neely stated that the City should have been notified of the price increase when it occurred. He stated that he will review the City's contract with the company and address the issue with them.

6. Councilmember Kight stated that the grass around the water plant, in the fields and around the City looks good.
7. Councilmember Freddie Harden stated that the water leak at 169 Cheatham Street had been repaired.
8. Mayor Neely stated that he was made aware of two more water leaks on Martin Luther King Road. He stated that he was hoping that the City's tractor would be repaired the next day so that it could be used to complete the repairs and avoid additional cost for outside equipment use. He stated that he would like the City to purchase an industrial crimping tool and a small crimping tool. Councilmember Kight stated that he would pick up both the next day.

Emergency and Personnel – Mayor Pro Tem Sharon Neely

1. Mayor Pro Tem Sharon Neely stated that she has been working with Georgia Power to improve lighting in the City. She stated that there had been one complaint about the lights being too bright.
2. Mayor Pro Tem Neely stated that there have still been reports of dogs turning over garbage cans. Mayor Neely suggested that the Council consider having someone trap the dogs and transport them to the Burke County Animal Shelter or require dog owners to ensure their dogs are tagged.
3. Mayor Pro Tem Neely stated that if anyone sees something in the City that needs attention to please contact a Councilmember or City Hall so it can be taken care of.
4. Mayor Pro Tem Neely stated that the City has an open position for a City Clerk or Assistant.
5. Mayor Pro Tem Neely asked if there is anything that can be done to help the City financially, such as fundraisers or cost cutting measures. Mayor Neely stated that the City Charter does not call for a City Administrator. He stated that the City should only have a City Clerk. He stated that the City needs a Clerk that is already trained in the required duties.

7. Mayor Neely asked the Council to review the draft of the revised position description for City Clerk that was included in the packets they received. He stated that the revised position description combines the duties of a City Clerk with some of the duties of a City Administrator. He stated that the City Clerk will serve as an assistant to the Mayor because some of the financial responsibilities for the City will be fulfilled by the Mayor. He stated that Councilmember Maggie Terrell will also be taking on more of the financial responsibilities for the City. He stated that he and Council will need to work together to create a budget for the City. He stated that the City Clerk will also be responsible for providing more detailed monthly financial reports and completing bank reconciliations. He stated that the Council will need to consider the pay for the position. He also asked that the Council review the revised Application for Employment for the City. Mayor Neely stated that the City has taken some cost cutting measures, such as reusing office supplies. He stated that the City has received donations of supplies and people have volunteered to help the City. Mayor Neely stated that he will continue to seek ways to cut the cost to operate the City and will bring any additional ideas to the Council.
8. Councilmember Kathy Couch asked if the Mayor had considered shortening the operating hours at City Hall. Mayor Neely stated that he and Councilmember Terrell are still working to get documents organized and to get caught up on duties, which will take some time.
9. Councilmember Couch asked if Georgia Power is working on transferring the pole light from Councilmember Kight's house. Mayor Pro Tem Neely stated that Councilmember Kight decided to keep the light at his house. Mayor Pro Tem Neely stated that she is working with Georgia Power to have a light installed on the pole located on MLK Road, past where the boathouse used to be. Mayor Neely stated that the City is currently over \$17,300 in arrears on its payment to Georgia Power for streetlights. He stated that the City receives seven bills from Georgia Power every month.
10. Councilmember Harden asked how many streetlights the City has. Mayor Neely stated that he does not have a count. Councilmember Harden suggested ensuring that the City is not being charged for streetlights that are not operational. He stated that the streetlights at 121 Tyrone Brooks Street and on MLK near the lift station and at the lift station have not been operational for several months. Mayor Neely stated that he will contact Georgia Power to find out how many streetlights the City has. Mayor Pro Tem Neely stated that the lift station light is on the list to be repaired but the repair person will need to be given access.

Building and Housing – Councilmember Kathy Couch

1. Councilmember Kathy Couch apologized to the Council for being unable to assist as much as she would like due to family illness.
2. Councilmember Couch stated that, since Councilmember Kight decided to keep the light at his residence, another one will be installed on the pole located on MLK Road, past where the boathouse used to be.
3. Councilmember Couch asked if the Deer Crossing signs had been ordered. Mayor Neely stated that Councilmember Freddie Harden will provide an update when he gives his report.

Roads and Recreation – Councilmember Freddie Harden

1. Councilmember Freddie Harden stated that road repairs were completed on Perkins Mill Road by the Burke County Roads and Bridges Department. He further stated he was informed by the Road Maintenance Worker who completed the road repairs that when the roads are cut up to install water lines the roads are not being cut properly.
2. Councilmember Harden reported that the road repair on Center Street is in progress.
3. Councilmember Harden reported that the road repair at the intersection of Martin Luther King and Old Waynesboro Road will be completed when the County Road Maintenance Workers return to complete the road repair on Center Street.
4. Councilmember Harden stated that he asked the Road Maintenance Worker about the road repairs needed at the intersection of Highway 88 and Martin Luther King Road. He stated that the Road Maintenance Worker informed him that, since Highway 88 is a State highway and MLK is a City highway, he will have to find out what can be done and inform Councilmember Harden.
5. Councilmember Harden stated, with regards to the pothole at the intersection of Highway 88 and Old Waynesboro Road, he asked the Road Maintenance Worker to give his phone number to the Department Supervisor and have the Supervisor contact him to discuss what measures can be taken to have the pothole repaired permanently.
6. Councilmember Harden reported that illegal dumping is occurring on Old Waynesboro Road down to Highway 88 on the weekends.
7. Councilmember Harden reported that the Deer Crossing signs are constructed by the Burke County Roads and Bridges Department. He stated that once the signs are completed, someone from the Department will contact him and inform him when the signs will be installed.
8. Councilmember Harden reported that all other signs requiring repair have been repaired.
9. Councilmember Harden reported that a new Swamp Road sign was installed by the State Highway Department.
10. Councilmember Harden reported that a new Martin Luther King Road sign has arrived.
11. Councilmember Harden reported that Mr. Andre Travis repaired the damaged grounds at the baseball field on 5/3/26, but the grounds were found damaged again on 5/4/26. Councilmember Harden stated that he spoke with a representative from the Burke County Recreation Department. He stated that the suggestion was made to close off the driveway between the two sections of the playground. Councilmember Harden stated that Mr. Travis also levelled off the City Park driveway that is near the Charles Walker Building. He stated that he also requested that the Mayor allow him to use the chainsaw and pole saw to cut trees near the entrance.
12. Councilmember Harden stated that Mr. Travis will be returning to clean up other parts of the baseball field in preparation for an event to be held there on 5/30/26.
13. Councilmember Harden stated that a fence will be installed at the baseball field.
14. Councilmember Harden suggested that the City bring in revenue by selling items at the Park concession stand.
15. Councilmember Harden requested a key to the concession stand.
16. Councilmember Harden suggested having set times when the basketball court will be opened and closed.

17. Councilmember Harden stated that he was sent a picture of someone trespassing at the park and was asked if he could identify the person.
 18. Mayor Neely stated that the locks on all doors at the Park need to be replaced.
 19. Mayor Neely stated that he received funding for four projects.
 - The City received \$87,000 for repairs at the Engineering building. The City received a quote for repair/replacement of \$114,000. He stated that the funds request is being revisited.
 - The City received funding to complete repairs at the Pavilion
 - The roof on the building where the chemicals are stored needs to be replaced. He stated that the request for funding for the roof replacement was never submitted. He stated that the area around the base of the building is washed out and there is risk of the building sinking. He estimated that the repairs will cost between \$5,000 and \$7,000.
- He stated that the City received approximately \$11,000 for the projects, but the estimated cost is approximately \$15,000. He stated that, to get the repairs done, the City may need assistance from volunteers. He stated that the City will be required to report to the State on how the funds are spent. Mayor Neely stated that the City received funding to replace the damaged light pole and light at the basketball court. Councilmember Harden stated that if the City purchases the locks for the park, he will install them. Mayor Neely stated that the funding the City has received will be used in the most prudent ways possible. Mayor Neely stated that he has a better plan that he will present to the Council in the coming weeks.
20. Councilmember Harden reported that, with regards to Come Home to Keysville Day, two people have agreed to assist him with planning the event and he has a third person in mind that may be willing to assist. Mayor Neely stated that he and Councilmember Maggie Terrell will begin the process of booking participants for the event. Mayor Neely stated he hopes this year's event will provide more activities to increase attendee retention.

Finances - Councilmember Maggie Terrell

1. Councilmember Terrell addressed a comment that was made by a guest at the City Council Meeting held on April 13, 2026. She stated that, after she gave her financial report during the meeting, the comment was made "it seems like Keysville has plenty of money." She explained that the funds she reports being held in the City's bank accounts, especially the Queensboro General Account, the SPLOST Account, the TIA Account, the Hurricane Helen Account, and the Wells Fargo Water and Sewer Account are already earmarked for outstanding invoices. She stated that the City receives outstanding invoices daily via postal mail, email and other means. She stated that Mayor Neely receives numerous phone calls daily regarding outstanding invoices and is constantly negotiating with creditors regarding debts created by the previous administration that have not been paid. She stated that some of the debts are years old. She reiterated that the City does not have extra money to spend.

Charles Walker – Building Rental

Total Revenue \$0.00

Account	Beginning Balance 4/1/2026	Deposits/ Credits	Withdrawals/ Debits	Ending Balance 4/30/2026
Queensboro				
General Fund	\$26,300.04	\$35,211.25	\$14,009.06	\$47,502.23
TIA	\$26,042.56	\$1,195.55	\$0.00	\$27,238.11
SPLOST	\$5,303.06	\$30,915.87	\$6,304.23	\$29,914.70
Special Revenue	\$90.50	\$0.00	\$0.00	\$90.50
Hurricane Helene Building Fund	\$103,444.88	\$5,675.00	\$0.00	\$109,119.88
Wells Fargo				
Water & Sewer	\$4,834.61	\$9,563.13	\$1,842.97	\$12,554.77
GEFA Savings	\$7,637.93	\$0.06	\$0.00	\$7,637.99
GEFA Loan	\$2,615.61	\$0.03	\$0.00	\$2,615.64
TOTALS	\$176,269.19	\$82,560.89	\$22,156.26	\$236,673.82

2. Mayor Neely asked for the balance in the Hurricane Helene Building Fund account as of 4/30/26. Councilmember Terrell stated that it was \$109,119.88. Mayor Neely explained that the funds in that account were given to the City by the State and must be used for the specific projects for which they were requested. He stated that those projects are:

- Repair of the Maintenance building
- Repair of the Pavilion
- Repair of the Engineering Building
- Some funds were left over from the repair of the roof on City Hall
- Repair of the light pole at the City Park

He stated that the State is tracking how those funds are spent and whether they are being spent for the specific projects for which they were requested. He stated that, for each project, bids must be requested and evaluated and, once a bid is accepted, the contractors must be given time to complete the project. He stated that the City's bills are paid from other accounts, particularly the Queensboro General Fund and SPLOST. He explained that the SPLOST funds are used to pay expenses related to the City's water system. He stated that, due to expenses related to water line repairs, chemicals and other requirements related to the water system, the SPLOST funds are spent quickly. Councilmember Couch stated that the SPLOST funds are also allocated to the City for specific projects and must be spent only on those projects. Mayor Neely stated that the SPLOST funds are needed to pay for chemicals that are required for the City water system.

Agenda Items / Requests

1. Revised Employment Application

- Mayor Neely stated that, if the Council had a chance to read the revised Employment Application, which he believes is more complete, more professional and gives more insight into the applicants, he would entertain a motion to accept the revised Employment Application as the new Application for Employment.

A motion was made by Councilmember Kathy Couch to accept the Employment Application for the City of Keysville for all ads that are put in the paper and anyone who wants a job must fill it out and it has to be approved. The motion was seconded by Mayor Pro Tem Sharon Neely. The vote was unanimous.

2. Revised City Clerk Position Description

- Mayor Neely stated that the revised position description includes some of the duties of a City Administrator. He asked if there were any questions about the revised position description. He stated that the items in red in the revised position description are specific changes he made. With no questions, Mayor Neely asked for a motion to accept the revised position description for a City Clerk.
- Councilmember Couch asked why the duties of a City Administrator were included in the revised position description for City Clerk. Mayor Neely explained that some of the duties for a City Administrator were included in the revised position description for City Clerk because the City will not have a City Administrator.

Councilmember Kathy Couch made a motion to have the job title City Clerk / City Administrator job description approved. The motion was seconded by Mayor Pro Tem Sharon Neely. The vote was unanimous.

3. Citizen's Complaint Regarding 557 Bar and Grill

- Mayor Neely stated that a Citizen contacted City Hall by phone and raised concerns regarding the 557 Bar and Grill located at 248 Cheatham Street. He stated that, after he spoke with the Citizen they checked if the establishment has a current business license as well as an alcohol license. Mayor Neely stated that they could not find either. Mayor Neely stated the Citizen raised several concerns regarding the facility, but he did not want to go into detail because he wanted to speak with the person who currently owns or manages the facility. He stated that, due to the concerns expressed by the Citizen, he advised the Citizen to speak with someone at the Burke County Sheriff's Office. Mayor Neely stated that he has attempted to set up a meeting with the owner/manager of the establishment to discuss the complaint.
- Mayor Neely stated that the City has a responsibility to ensure that any business that is set up in the City is the type of business the City wants. He stated that he would like the Council to provide suggestions on how to move forward on bringing businesses into the City that are the types of businesses that the

Council finds acceptable. He stated that he plans to meet with the owner/operator of 557 Bar and Grill to discuss the complaint that was made against the business, to determine if the business is properly licensed and to find out more about the nature of the business. He stated that, if the Council would like, he can have the person come to City Hall to meet with the Council. Mayor Pro Tem Neely suggested that Mayor Neely meet with the owner/manager first, then that person can meet with the Council. Councilmember Harden stated that initially there was a grocery store, 913 Grocery Store, at 248 Cheatham Street.

- Mayor Neely stated that they are checking all businesses in the City and a letter will be sent to any business that is not licensed notifying the owner/operator that a license is required to operate in the City and instructing the owner/operator to apply for a business license at City Hall.
- Councilmember Harden stated that he owns a building that used to be a store, but no business is currently being conducted there.

4. Update on City Park Renovations and Back to Keysville Planning

- Councilmember Harden stated that the baseball field and the City Park driveway that is near the Charles Walker building had both been smoothed out.
- The City Park needs to be secured.
- Councilmember Harden stated that if the City purchases the locks for the doors at the City Park, he will install them.
- Mayor Neely stated that improvements will be made at the Park prior to the beginning of summer activities. He stated that the locks on the restrooms will be changed and repairs will be made. He stated that the Park should be such that everyone who goes there feels good about going, it is clean and the number of activities taking place there will increase each year.

Public Comments

1. A public citizen stated that a fence should be installed across the City Park driveway that is near the Charles Walker building. She also asked if the City can have the entire playground fenced in using a fence with a timer. Councilmember Harden stated that the City is working on securing the Park. Mayor Neely stated that the City does not currently have the funds for that undertaking. He stated that if the City has an opportunity to apply for SPLOST funds for a municipal project, fencing around the Park is a project that would be considered. He stated that he is currently working with Mr. Lorenzo Williams to make improvements at the Park. Mayor Neely stated that they want to make the Park a place that Citizens of Keysville and visitors go to year-round. He stated that will mean having improved security measures at the Park. Councilmember Kight informed Councilmember Harden that he has a 12-foot gate that can be used at the park. He stated that Councilmember Harden can meet with him to check the gate and, if it can be used, he will donate it to the City.
2. Pastor Rubye Rucker announced that on Sunday, May 17, 2026, at 2:00p.m, Brown Grove Baptist Church will be celebrating 146 years. She stated that their special guest will be Bishop Rosa Williams from Augusta, Georgia.

3. Mr. Eddie Birt, President of Keysville Concerned Citizen stated that their monthly meeting will be held on Monday, May 18, 2026, at 6:00pm. He also stated that the group is planning activities for the fall season.

Mayor Neely asked for a motion to close the meeting.

Councilmember Kathy Couch made a motion to close the meeting.

Mayor Neely announced the meeting is closed.

Meeting was adjourned by Mayor Neely at 8:24 p.m.

James Neely, Mayor